

TAB

25X1A

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**INSTRUCTIONS FOR THE PREPARATION OF PROPERTY REQUIREMENTS
FISCAL YEAR - OPERATING BUDGET - FORM 2670 (revised)**

- Column 1 - Represents the total dollar (\$) property requirements for the office. This is the amount which will be included in your middle column of the Office Estimates. (Column 1 must agree with the totals shown under columns 2, 3 and 4.)
- Column 2 - Represents that portion of your total dollar property requirements (Column 1) which you estimate will be procured by the Office of Logistics/Headquarters.
- Column 3 - Represents that portion of your total dollar property requirements which you estimate will be procured through your stations or bases and the amounts so authorized will be controlled, sub-allotted and accounted for by your component. This estimate will represent the amount you will request for Local Procurement Funds in your Request for Allotment.
- Column 4 - Represents that portion of the Agency's local procurement authorization that will be (a) accomplished by another component on your behalf, (b) reflected on the financial records of a station controlled by that office; but, (c) the materiel so procured will be issued and costed (PRA) to your component. (Note: All local procurement accomplished by another component on your behalf but costed (PRA) to your property authorization is included in this column and excluded from Column 3.
- This amount will be reduced from the central procurement allotment and included in the allotment for local procurement of the component effecting the procurement locally on your behalf.)
- Column 5 - Identify the component and Station (i.e., 25X1A) that will procure materiel (Column 4) locally on your behalf and for your consumption.

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OFFICE ESTIMATES SCHEDULE OF EXTERNAL RESEARCH PROJECTS		FISCAL YEAR 1969	
OFFICE Finance			
BUDGET PROJECT NUMBER AND TITLE	AMOUNT		
	ACTUAL FY 67	ESTIMATED FY 68	ESTIMATED FY 69
NONE			

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OFFICE ESTIMATES - POSITION JUSTIFICATION

OFFICE

FINANCIAL

FISCAL YEAR

1969

NOT APPLICABLE

FORM 632a
7-66

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GROUP 1
Excluded from automatic
downgrading and declassification

(3)

15

25X1A

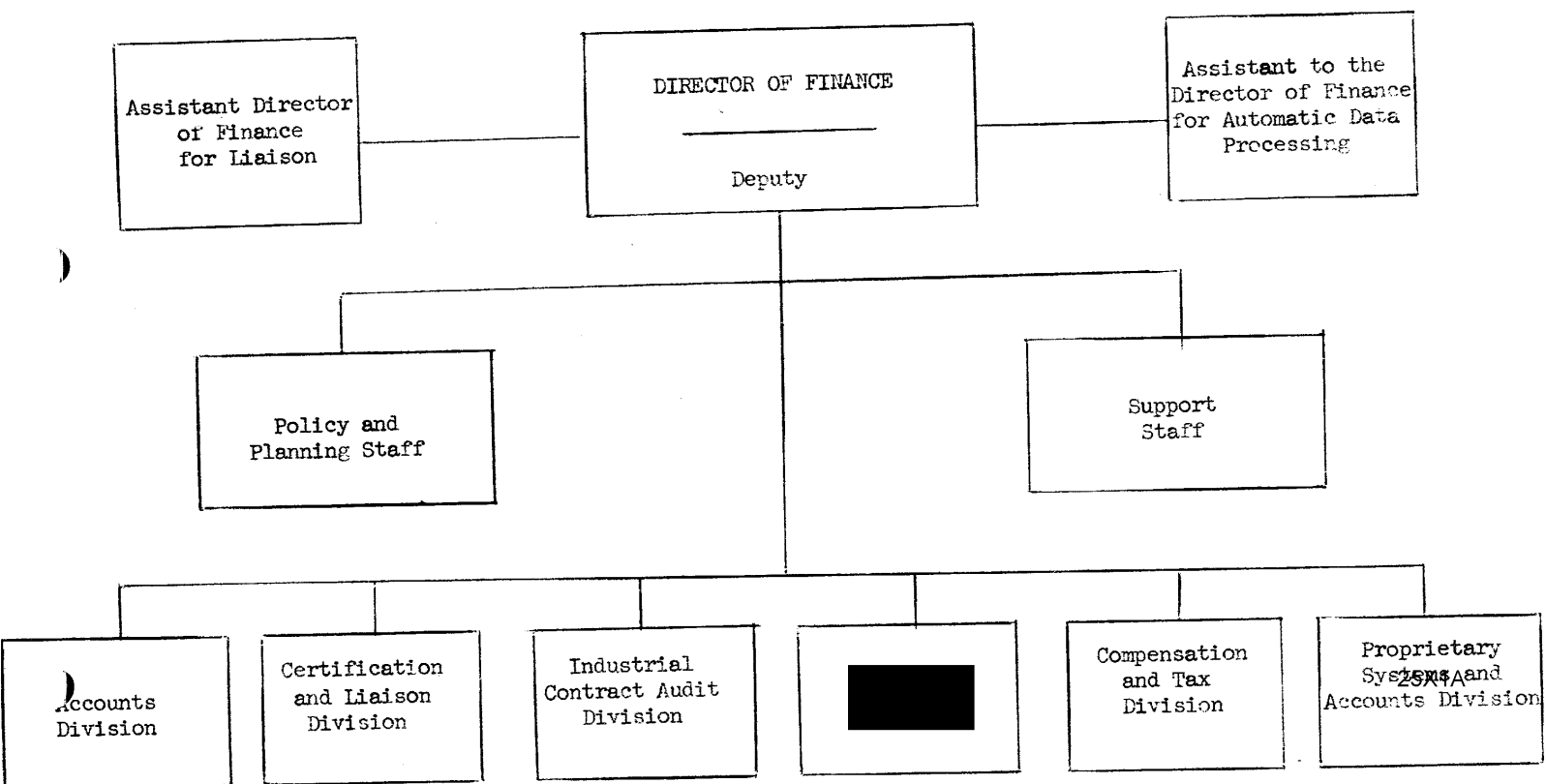
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S-E-C-R-E-T

OFFICE OF FINANCE



S-E-C-R-E-T

OFFICE OF FINANCE

FUNCTIONAL STATEMENT

DIRECTOR OF FINANCE

The Director of Finance is responsible for devising, maintaining, and the internal audit of, financial procedures, systems, reports and accounts required for the control of Agency funds and assets.

The Director of Finance maintains close liaison with all offices within the Agency in connection with procedures involving the internal administration of fiscal affairs. External fiscal activities require coordination and liaison with Treasury Department, General Accounting Office, Department of State, Army, Navy, Air Force, and other governmental agencies. Continued liaison is exercised with fiscal officials in other agencies to insure that financial processing meets security requirements. For security reasons special procedures are effected in order to permit deviations from the normal governmental routine channels. The Director of Finance maintains close coordination with the General Counsel on legal aspects of fiscal matters.

The Director of Finance provides over-all supervision and guidance to the components of the Office of Finance and directs the development and administration of the over-all financial program of the Agency. This Office is also responsible for the development and installation of accounting systems and financial reporting methods and procedures for all components of the Agency; making periodic inspections of overt and covert activities, both domestic and foreign, for the purpose of coordinating financial matters and installing accounting systems and procedures as required to conform with Agency policy; reconciling bank accounts and performing internal audit of operations of the Monetary Division; and preparing regulatory and internal directives pertaining to the functions of the Office of Finance. Serves as the focal point in arranging and negotiating financial arrangements with other government agencies to protect the security of interagency financial relationships. In coordination with the Office of Computer Services, develops improved and new applications of automatic data processing in support of both the Office of Finance and the Office of Planning, Programming and Budgeting.

ACCOUNTS DIVISION

This Division is responsible for maintaining and operating the Agency central accounting system and monitoring accounting operations of field installations to ensure proper records of financial operations and proper control of assets and liabilities; for devising and issuing financial management reports to provide management with budgetary and financial data necessary for efficient management and utilization of resources, and to fulfill other internal and external requirements for financial reporting. The application of new and improved computer processes for financial management purposes and the analysis and validation of computer produced financial reports are also included among Division responsibilities.

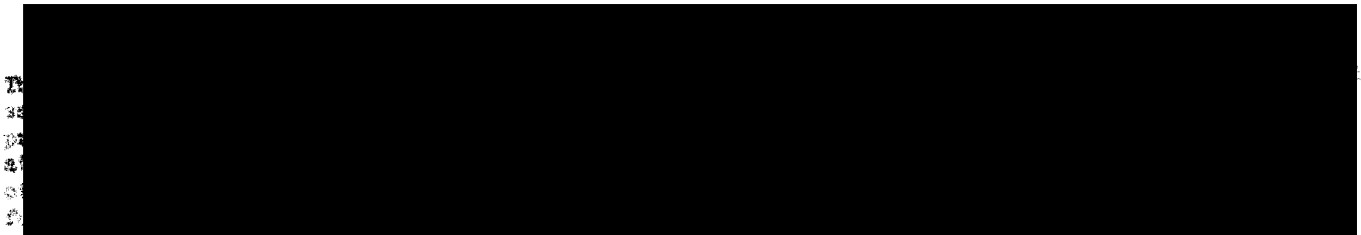
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CERTIFICATION AND LIAISON DIVISION

This Division is responsible for the direction and coordination of audit and certification of all claims, vouchers, accountings and requests for advances processed at Headquarters and at field locations except field locations served by field certifying officers; reviews and approves on behalf of the Director of Finance administrative plans and fiscal annexes for subsidy projects and projects other than proprietary and operational investment projects, and Agency controlled activities in subsidy projects; reviews and approves requests for establishment of imprest funds and bank accounts maintained in connection therewith for use by Agency components; maintains liaison with operating units of the Agency to provide efficient and secure solutions to financial problems pertaining to covert and confidential activities. Acts as the central point in the clearance of personnel resigning from the Agency or moving from one status to another and collecting or otherwise settling debts from separated employees. Periodically surveys decentralized fiscal locations at Headquarters and overseas to determine compliance with prescribed fiscal procedures and recommends changes as deemed appropriate.

INDUSTRIAL CONTRACT AUDIT DIVISION

This Division is responsible for the audit of Agency industrial contracts which provide for such audit, including research and development and production contracts; and performing as necessary contractor accounting systems surveys and cost analyses of contractors' proposals prior to contract execution. 25X1A



COMPENSATION AND TAX DIVISION

This Division is responsible for conducting the overt and covert payroll activities for Agency personnel at Headquarters, other domestic locations and foreign locations; for computing pay entitlements consisting of base salary plus differentials and/or allowances as applicable, less deductions for retirement, insurance, taxes, and bond purchases; for maintaining appropriate records of individual earnings and leave records; for reporting tax transactions to appropriate tax authorities and issuance of forms W-2; for maintaining individual retirement records and accounting controls over the disposition of retirement funds and records for individuals covered by the Civil Service Retirement and Disability System and for participants in the CIA Retirement and Disability System; for the financial management of the CIARDS, including the accounting, investment of surplus funds, and the computation and certification of monthly annuity payments.

PROPRIETARY SYSTEMS AND ACCOUNTS DIVISION

This Division develops, establishes and technically supervises, in cooperation with applicable Agency components, necessary accounting systems, financial reporting and funding procedures and fiscal controls for proprietary projects, Agency-controlled activities within subsidy projects and operational investment projects.